



**CITY OF MESA**  
**GUIDELINES AND PROCEDURES FOR DONATION OF ABANDONED BICYCLES**

Under limited circumstances, the City of Mesa will donate abandoned bicycles to qualified organizations. The following guidelines and procedures will be used to respond to such requests.

**GUIDELINES FOR DONATION OF ABANDONED BICYCLES**

1. Abandoned bicycles shall be held by the Mesa Police Department, Property & Evidence Section for a minimum of 30 days before being considered for donation.
2. All requests for bicycles must be made with the “Abandoned Bicycle Request Form” found at <http://www.mesaaz.gov/home/showdocument?id=4>
3. Please make request at least **30 business days** in advance from when you would like to receive bicycle(s).
4. Donations shall be limited to **government, charitable non-profit organizations or groups that regularly benefit the community**. Such organizations must provide proof of their non-profit or government status, or how they regularly benefit the community (on first application; subsequent applications may reference these materials as “on file” in the Neighborhood Outreach Office) and assurances that the bicycle(s) will be used as part of a charitable program sponsored by the organization. In the case of Boy or Girl Scouts, an application by a Scout for a bicycle(s) must be accompanied by full information about the non-profit organization to which the bicycle(s) will be donated.
5. Bicycles shall only be for the use of clients of requesting organization(s), and not for employees or directors of such organization(s). Bicycle(s) may be given to clients, but not sold to them or sold by the organization to raise revenue for **any** purpose. **By accepting a bicycle(s) under this program, the applicant grants permission to the City of Mesa to audit its use of said bicycle(s) in accordance with these Guidelines.**
6. Organizations wishing to request an ongoing supply of bicycles are required to submit a separate request on each occasion when a donation is desired. Bicycles are donated subject to availability, as determined by the Police Department. **Organizations may receive no more than 30 donated bicycles in any one calendar year.**

**PROCEDURES**

1. All requests for donation of abandoned bicycles shall be sent to the Neighborhood Outreach Office for review and approval/denial. If approved, Neighborhood Outreach Office staff will request Police Property & Evidence Section to release the requested bicycle(s) to the requester, subject to availability. Neighborhood Outreach Office staff also shall inform all requesters of the approval/denial of their requests. **If approved the police department will be in contact to schedule a pick-up date and time for the requested bicycle(s).**
2. The Mesa Police Department Property & Evidence Section shall keep the following: copy of approved request form as sent by the Neighborhood Outreach Office; date donation request was filled; and number of bicycles actually received by the organization. A copy of that information shall be forwarded to the Neighborhood Outreach Office upon request.

Questions? Please refer to the website

<http://www.mesaaz.gov/residents/neighborhood-outreach/abandoned-bicycle-program>